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8 MAY 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending
5 May 1972

1. Cooperative Education Program:

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a. [REDACTED] of Logistics and [REDACTED]

Co-op Coordinator, interviewed ten co-op students at the University of Akron on 2 May. They were successful in filling Logistics' requirements for an Electrical Engineer. They also obtained two students for FMS.C.

b. Technical Services Division has firmed up its require-

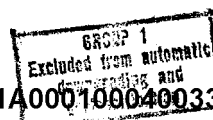
ment for a co-op student in disguise work. After reviewing the curriculum of about 12 colleges in depth, we will start first with the University of Illinois, which has excellent departments in dramatic and studio arts, and where we have established contacts.

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2. Equal Employment Opportunity Seminar: On 1, 2 and 3 May,

[REDACTED] Staff Personnel Division, attended the Civil Service EEO three-day seminar. All of our placement officers have now had the benefit of this seminar and believe the training was very worthwhile.

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3. Women Executives Seminar: On 3, 4 and 5 May [REDACTED]

[REDACTED] Retirement Affairs Division and [REDACTED] attended the United States Department of Agriculture's Seminar for Women Executives.

4. New Supervisor for Clerical Staffing Branch: [REDACTED]

[REDACTED] retired effective 5 May and [REDACTED] replaced her as Chief, OSB.

5. Recruitment Visit: [REDACTED] Chief, Recruitment

Division, visited [REDACTED] on 4 and 5 May to discuss our College Placement Annual advertisement with our ad agency and to visit with [REDACTED]

6. Requests for Annuity Estimates: As we anticipated from past experience when a possible cost-of-living annuity increase is probable, the number of employee requests for annuity estimates from Retirement Affairs Division is increasing. During the month of April, we prepared 596 estimates. Based on past experience, a high percentage of these requests for estimates are from individuals who are probably just curious rather than serious candidates for retirement. The volume of requests is expected to continue with the more serious eligibles surfacing in late May.

7. Deductions from CIARDS Annuities for Credit Union and UBLIC:

A check of the responses to the letters sent to CIARDS annuitants on this subject revealed the following:

a. Of 95 annuitants currently paying for UBLIC, 33 so far have authorized deductions from their annuity for payment of premium;

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b. 49 annuitants have authorized deductions for deposit to the Credit Union. Of these, 25 are new accounts. Not all annuitants have responded as yet.

8. Noon Musical Program: The first noon-time musical program was presented in the Headquarters Auditorium on 4 May 1972 by five Agency employees.

9. Blood Donors: 196 pints of blood were donated by Agency employees on 2 May 1972.

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

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